

GOVERNANCE BY-LAWS
SOUTH CAROLINA ENTERPRISE ARCHITECTURE
ARCHITECTURE OVERSIGHT COMMITTEE

1. Scope of Responsibility

The charge of the Architecture Oversight Committee (AOC) is to advise the State Budget and Control Board's Division of the State Chief Information Officer on how the State might best use technology to become a recognized leader in delivering cost effective services desired by citizens, businesses, and government organizations, while maximizing constituent participation in the governmental process.

The AOC is generally charged with the following responsibilities regarding information technology (IT):

- a. Promoting the use of IT to support business requirements and to achieve more effective and efficient use of IT resources;
- b. Ensuring that training programs and clear career paths exist for all IT staff, and encouraging education on emerging technologies;
- c. Incorporating an IT knowledge sharing/transfer program across agencies that will reduce redundant effort, encourage cross-training of individuals, and exploit centers of expertise;
- d. Set and publish functional IT standards

For the purposes of determining the activities to be undertaken by the AOC, information technology is defined as "electronic data processing goods and services, telecommunications goods and services, information security goods and services, information management, microprocessors, software, information processing, office systems, any services related to the foregoing, and consulting or other services for design or redesign of information technology supporting business processes."

2. Issue Review and Action Requests

The AOC will consider issues and requests that fall within its scope of responsibility sent to it by Domain Subcommittees, Community of Interest IT Councils, Deputy CIO for Enterprise Projects, members of the AOC and state agencies. Items to be included on the AOC agenda are to be submitted to the Deputy CIO for Enterprise Projects in the Division of the State CIO, who will propose the agenda to the entire Committee for its adoption.

3. Authority

The State Budget and Control Board is authorized to undertake the development of enterprise architecture policies and standards and, further, to take such actions as may be necessary to carry out the other requirements set forth herein by Section 11-35-1580 of the South Carolina Consolidated Procurement Code. This Section states that the State Budget and Control Board shall be responsible for:

- a. Assessing the need for and use of information technology;
- b. Administering all procurement and contracting activities undertaken for governmental bodies involving information technology in accordance with this chapter;
- c. Providing for the disposal of all information technology property surplus to the needs of a using agency;
- d. Evaluating the use and management of information technology;
- e. Operating a comprehensive inventory and accounting reporting system for information technology;
- f. Developing policies and standards for the management of information technology in state government;
- g. Initiating a state plan for the management and use of information technology; and
- h. Providing management and technical assistance to state agencies in using information technology; and
- i. Establishing a referral service for state agencies seeking technical assistance or information technology services.

The State Budget and Control Board has delegated the authority granted to it by

this Section of the South Carolina Consolidated Procurement Code to the Division of the State CIO. Based upon this authority, the Division of the State CIO has established the Architecture Oversight Committee (AOC) and the Advisory Committees as set forth below. Accordingly, the authorization for these Committees to conduct operations and take actions concerning enterprise architecture issues is derived from the Division of the State CIO and Section 11-35-1580 of the South Carolina Consolidated Procurement Code.

4. Rules and Procedures

The AOC shall follow *Robert's Rules of Order* in conducting meetings and making decisions, except as otherwise prescribed herein.

5. Membership and Representation

All state agencies shall be represented on the AOC. Such representation will be accomplished as set forth below and will include a total of seventeen (17) representatives being elected or appointed to the AOC:

Functional Groups - Thirteen members of the AOC will represent functional groups (i.e., public safety, environmental, education, etc.) of state agencies (see below). It is believed that agencies in these functional groups experience many of the same technology needs, issues and concerns, and this arrangement should ensure that the interests of these agencies can be adequately presented to, and addressed by, the AOC. The functional groupings of agencies are based upon the groupings established in the State Appropriation Act, with a few minor exceptions. Each functional group of agencies will have two (2) representatives except for the Institutions of Higher Education, which will have only one (1) representative. Each functional group of agencies will also have two (2) designated alternates, except for the Institutions of Higher Education, which will have only one (1) alternate who may participate on the AOC in the absence of the primary representative and shall have voting rights as set forth below.

Functional Group	No. of Representatives
EXECUTIVE AND ADMINISTRATIVE	2
D05 - Governor's Office - Executive Control of State	
D10 - Governor's Office - SLED	
D17 - Governor's Office - Office of Executive Policy and Programs	
E04 - Lieutenant Governor's Office	
E08 - Secretary of State's Office	
E12 - Comptroller General's Office	
E16 - State Treasurer's Office	
E20 - Attorney General's Office	
E21 - South Carolina Commission on Prosecution Coordination	
E22 - Office of Appellate Defense	
E23 - Commission on Indigent Defense	
E24 - Adjutant General's Office	
E28 - Election Commission	
F03 - Budget and Control Board	
F27 - B & CB - Auditor's Office	
EDUCATION	2
H03 - Commission on Higher Education	
H06 - Higher Education Tuitions Grants Commission	
H63 - Education Department	
H67 - Educational Television Commission	
H71 - Wil Lou Gray Opportunity School	
H73 - Vocational Rehabilitation	
H75 - Deaf & Blind School	
H79 - Archives & History Department	
H87 - State Library	
H91 - Arts Commission	
H95 - Museum Commission	
HEALTH/SOCIAL REHABILITATION SERVICES	2
J02 - Department of Health and Human Services	
J04 - Health & Environmental Control Department	
J12 - Department of Mental Health	

J16 - Department of Disabilities and Special Needs
J20 - Department of Alcohol & Other Drug Abuse Services
L04 - Social Services Department
L12 - John De La Howe School
L24 - Blind Commission
L32 - Housing, Finance & Development Authority
L36 - Human Affairs Commission
L46 - State Commission for Minority Affairs

JUDICIAL /CORRECTIONS/CRIMINAL JUSTICE **2**

B04 - Judicial Department
B06 - Sentencing Guidelines Commission
C05 - Administrative Law Judges
K05 - Department of Public Safety
N04 - Department of Corrections
N08 - Department of Probation, Parole, and Pardon Services
N12 - Department of Juvenile Justice

**CONSERVATION, NATURAL RESOURCES, DEVELOPMENT
AND TRANSPORTATION** **2**

P12 - Forestry Commission
P16 - Agriculture Department
P24 - Department of Natural Resources
P26 - Sea Grant Consortium
P28 - Parks, Recreation & Tourism Department
P32 - Department of Commerce
P34 - S C Jobs - Economic Development Authority
P36 - Patriot's Point Development Authority
P48 - Old Exchange Building Commission
U12 - Department of Transportation

REGULATORY **2**

R04 - Public Service Commission
R06 - Office of Regulatory Staff
R08 - S C Workers' Compensation Commission
R12 - State Accident Fund

R14 - Patients' Compensation Fund
R16 - Second Injury Fund
R20 - Insurance Department
R23 - Board of Financial Institutions
R28 - Department of Consumer Affairs
R36 - Department of Labor, Licensing, and Regulation
R40 - Department of Motor Vehicles
R44 - Department of Revenue
R52 - State Ethics Commission
R60 - Employment Security Commission
S60 - Procurement Review Panel

INSTITUTIONS OF HIGHER EDUCATION

1

H09 - Citadel
H12 - Clemson University
H15 - College of Charleston
H17 - Coastal Carolina University
H18 - Francis Marion University
H21 - Lander University
H24 - SC State University
H27 - University of South Carolina
H47 - Winthrop University
H51 - Medical University of South Carolina
H59 - Technical & Comprehensive Education Board

(Note: Institutions of Higher Education are encouraged to participate in the SCEA process although not required to adhere to the governance of the AOC.)

At-Large Members - There will be three (3) at-large members on the AOC. The purpose of having at-large members is to provide expertise in technology areas (i.e., homeland defense, HIPPA, etc.) not available in, or specifically identified with, a functional group of agencies. The Deputy CIO for Enterprise Projects will recommend appointments of at-large members to the AOC, and the AOC must approve such appointments. There will be no designated alternates for at-large members of the AOC. At-large membership can be extended but not limited to county/local governments, agency CIO's and the private sector.

Division of the State CIO - The Deputy CIO for Enterprise Projects shall represent the Division of the State CIO on the AOC. The vice-chair shall serve in this capacity in the absence of the Deputy CIO for Enterprise Projects.

Member Replacement - If a member becomes unable to serve on the committee, he or she will submit a letter of resignation to the AOC Chair. Should a member be unable to attend a scheduled AOC meeting that member shall contact an alternate. Any member with three consecutive unexcused absences shall be recommended for review by the AOC chair to the Committee. In the event that a member is recommended for replacement, that member's position on the Committee shall become open for new appointment for the same term of office. That is, members serving a two-year term will be replaced by alternates serving two-year terms and similarly for members serving one-year terms.

Alternate Replacement - When an alternate is unable to serve for any reason, the replacement shall be selected from the same functional group (but not necessarily from the same agency) to serve out the remainder of that term and if there is less than six months on the out going alternate's term, the election will be for the remainder of that term and the following term. The selection of the replacement alternate will be accomplished through the standard election process.

The Division of the State CIO shall maintain a current directory and contact information for all AOC members and their designated alternates on the Architecture Web site (see Communications below).

6. Term

The State CIO will send a letter to agency directors in each functional group annually requesting that they appoint a person within their agency to coordinate the election/appointment of the appropriate number of representatives to serve on the AOC. These individuals will also elect/appoint a designated alternate for each representative. The length of the term that each representative (and his/her designated alternate) shall serve on the AOC is two (2) years.

The at-large members shall also serve two-year terms on the AOC.

The Deputy CIO for Enterprise Projects shall be a permanent member of the AOC.

At the expiration of their terms, members of the AOC may be re-elected/re-appointed to serve on the AOC.

7. Qualifications of Representatives and Designees

All representatives and their designated alternates elected to serve on the AOC must be a full-time employee of the State and an agency's chief information officer (CIO) or equivalent, or be a member of senior management of an agency.

8. Chair and Vice-Chair

The Deputy CIO for Enterprise Projects shall serve as the Chairperson of the AOC. A Vice-Chair will be chosen from the AOC membership. The chairman will nominate the candidate of his choice, after which the floor will be opened to other nominations from the AOC members. The final selection will be made by a vote of the AOC.

9. Quorum

Two-thirds of the members, or their designated alternates, of the AOC must be present to constitute a quorum. A simple majority consensus of the members present is required for approval of any decision by the AOC.

10. Voting Rights

Only authorized representatives or their designated alternates, as set forth above, shall be entitled to vote on actions taken by the AOC. When an AOC member is unable to attend a meeting, the member will request that the alternate serving the same term attend in place of the member. If that alternate is unable to attend, the member will make the same request of the other alternate. In such instances, the member will be responsible for notifying the chairman that an alternate will be serving in his place. In the absence of a representative and his/her designated alternate, another person may represent a functional group of agencies at the AOC,

but cannot vote.

11. Critical Issues

Any member or alternate of the AOC can request that a critical issue be placed on the agenda and addressed in an expedited manner. Such requested must be coordinated with the Division of the State CIO and are usually necessary in order to be responsive to an agency's timeline. These requests will be processed in a timely manner, when possible.

12. Advisory Committees

Domain and discipline committees may be established to serve in an advisory capacity to the AOC. The Community of Interest IT Councils will also serve in an advisory capacity to the needs to AOC regarding technology issues within the functional areas that each address (eg Healthcare/Social Services, Education, Law Enforcement, Emergency Management and Enterprise Administration). Other committees may also be used in this same capacity provided the AOC determines that such committees adequately represent all interest groups in a specific technology area. For domain and discipline committees established by the AOC, the Chairperson will be appointed by the Domain Subcommittee members and will be required to follow *Robert's Rules of Order* in conducting meetings. A member of the AOC will be appointed to serve as a principal contact to each Domain Subcommittee. For existing domain and discipline committees, the present organizational structure and parliamentary procedures may continue to be utilized by such committees. The primary function of these advisory committees shall be to serve as subject matter experts on issues affecting domains and disciplines, and to ensure integration across domains (for issues that have the potential to affect multiple domains and/or disciplines). The appropriate size for a Domain Subcommittee is eight members, with allowances for exceptions as dictated for the task at hand, as approved by the AOC. From time to time, it might be appropriate to solicit the temporary assistance of persons outside of the subcommittee to serve as special subject matter experts.

Selection of members - The CIO staff on behalf of the AOC will send out an email to the agency representatives (IT Directors, etc.) with copies to agency directors

soliciting nominee names and backgrounds for each domain subcommittee. There will be no restrictions on the number of nominees. Nomination is voluntary. The following statement will be used to qualify nominees:

Membership should be open to any knowledgeable State or local government personnel, educators, independent consultants, or people working for non-profit organizations. It should not include people that could potentially have a conflict of interest with the subject matter.

Minimum qualifications have to include several years of direct experience within the field of knowledge to be addressed. Academic credentials are useful, but the major criteria should be actual time on the job working with the technology itself.

Domain Subcommittee members will be asked to serve for a period of one year and will remain on the Subcommittee unless they are unable to serve due to some personal reason or they move into a position that creates a conflict of interest.

The Domain Subcommittee chair will recommend additions/replacements for members as needed during the year. The Domain Subcommittee chair will propose a new list of members to the AOC. A new chair will be selected or elected. Subcommittee members and chairs can serve multiple years.

13. Orientation Process

The Division of the State CIO shall establish orientation processes for new members of the AOC and for agency CIO's to ensure that they are aware of the IT enterprise architecture project, and how the architecture processes work.

14. Communications

The AOC recognizes communications with the State's leadership and agency personnel as a key responsibility necessary to the effective operations and management of the State's enterprise architecture. Toward this end, the Division of the State CIO will maintain a Web site for posting of deliberations, proposals, requests, meeting schedules, minutes and agendas and will utilize the SCEA publishing strategy to disseminate decisions made by the AOC.

15. Reporting Procedures

The AOC and Advisory Committees will prepare minutes after each meeting to be distributed to members and agencies. These minutes will advise recipients of any actions taken by these Committees. This information will also be posted to the Architecture Web site. All supporting documentation for such actions, unless it imposes a security risk, will generally be made public on the Web site.